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*The Detailed Guide for*  
**MOVING OUT**

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Bloomsburg University Student Off-Campus Housing Rentals

Nikki Morucci: 570-854-2301  
[www.MorucciRealty.com](http://www.MorucciRealty.com)

# Hello Students!

Thank you for a wonderful year. We hope you enjoyed your off-campus rental with Morucci. We trust you savored your moments and made wonderful memories. We value you and are so thankful for your choosing us to cater to your housing needs. Thank you. We wish you all great and high vibrations as you take the next step on your life's journey. This booklet outlines in depth the move-out process. It is designed to aid in our turnover process so that we can quickly access and review your apartment in order to return your deposits in the timeliest manner. We have 30 days to return deposits.

Thank you for your cooperation.

**It is to your greatest advantage to read all parts thoroughly.**





## If you ARE LIVING in the same apartment next year...

A.) IF YOU ARE living in the same apartment next, please follow these steps: (Also, if you have a roommate(s) staying in the apartment next year, please read this section.)

1.) You must let Nikki know if you are storing stuff or if you decide to stay over the summer. (Also, if you are looking for a summer rental or have friends looking for a summer rental, they can contact Nikki @ 570-854-2301.)

2.) Tenants staying in the exact same apartment next year can store their things in the apartment over the summer. If ALL tenants stay, everything in your apartment can stay exactly as it is. If some tenants are moving out and some new tenants are moving in, it is very important that you read part #5 of this section (Page 4). Although we charge no summer storage fee for resigning tenants, tenants remaining in the same apartment and leaving things over the summer must keep water and electricity ON due to multiple town inspections during that time. We will also mail one tenant of your house the sewage bill (goes along with water usage). This bill must be paid each month to prevent unnecessary and excessive fees!

3.) Due to town inspections, **ALL BEDROOM DOORS MUST REMAIN UNLOCKED** for the duration of the summer. The town tests window openings, smoke detectors, doors, and room conditions. If we must unlock your room and replace your knob, you will be charged at least \$100. It is an excessively big roadblock and prevents inspections from being completed. Front entrance doors can be locked. I have a master key.



4.) Please make sure all food is discarded, the fridge is completely cleaned out and empty (do not unplug) - Nothing shall be left in the fridge or freezer over summer break, and the house is CLEAN so we can prevent bugs/rodents from coming in. Pick up trash in and around your property and neatly put garbage in cans and place by the curb. Please schedule an extra week for your trash to be picked up after you move out to ensure everything is removed. If you are getting rid of large items like furniture, you must let your garbage carrier know in advance. If we remove it, the cost is \$50/bag of garbage and \$150/piece of furniture. It is in your best interest to have the apartment highly organized, deeply cleansed, and free of clutter as you depart for summer.

5.) IMPORTANT:

IF YOU HAVE ONE OR MORE THAN ONE NEW ROOMMATE COMING IN:

i. The rooms of the new student(s) moving in must be cleaned out ENTIRELY. This will let me know which rooms to clean/paint for the new tenant(s). Your new roommate(s) have paid deposits and expect their rooms to look a certain way. By clearing "new tenant" rooms out, we can prepare in alignment with their expectations. Tenants who are staying in the same apartment can leave their rooms exactly as is, but again, bedroom doors must all remain UNLOCKED.

ii. Common areas such as the kitchen, living room, bathrooms, etc., must be emptied and organized to allow us to efficiently and effectively inspect, deeply cleanse, and paint, if necessary.

\* ALL smaller items must be properly and neatly stored.

\* ALL large furniture items must be moved to the middle of the living room if it appears painting will be necessary for that area.

**NOTE:** *If we must organize and move items or if junk is left behind (things broken, ripped, stained, a mess), this cost will be deducted from your security deposit. It is in your best interest to have the apartment organized, cleansed, and free of clutter.*



## If you ARE NOT LIVING in the same apartment next year...

B.) IF YOU ARE NOT living in the same apartment next year or you are transferring to a new apartment with us, **EVERYTHING MUST BE MOVED OUT OF YOUR CURRENT APARTMENT BY THE MONDAY FOLLOWING GRADUATION.** If you feel an exception may be able to work, call Nikki to work out the details. (570-854-2301).

### PLEASE FOLLOW THE CHECKLIST BELOW FOR SPECIFIC MOVE-OUT STEPS:

1.) Remove everything from your apartment besides anything that came with your rental. There is absolutely nothing to be left behind (do not leave things for next year's tenants) and there is to be no storage for next year's tenants.

Please thoroughly check all:

- Cabinets
- All Drawers
- In and Under Furniture that came with your rental
- The fridge and freezer must be completely cleaned out and wiped out. **DO NOT unplug!**
- Shower/Shower Curtains
- Bathrooms
- Kitchen
- Living Areas
- Exterior
- Porches

2.) Please pick up trash in and around your property, neatly put garbage in cans, and place them by the curb. Please schedule an extra week for your trash to be picked up after you move out to ensure everything is removed. You must let your garbage carrier know by calling them if you are leaving bigger pieces of furniture, or they will not take it, and you will be charged by us at a much higher rate. If your rental uses one of our dumpsters, you must call Swisher's Disposal to set up the removal of your bigger items. You can also call the Salvation Army/Goodwill, and they will schedule a pickup of bigger items if they are in good condition. You can also donate directly by driving items to Salvation Army/Goodwill. If we remove any furniture or garbage, you will be substantially charged. The price is \$150/piece of furniture & \$50/bag of garbage. This is a very important and monitored part of the moving-out process. Making sure your garbage is not overwhelming, organized by the curb, and ensuring bigger pieces are picked up through the garbage carrier make the transition for us much quicker.

**PRO TIP:** Start cleaning and organizing to get rid of trash a few weeks before the final move-out so the final load isn't so overwhelming. Thanks for your consideration.

### **3.) IMPORTANT!-- ABOUT YOUR SEWAGE BILL:**

We will receive your final sewage bill at the beginning of June (lag time in bill read, so the June bill is April-May), which is after you move out. Therefore, the final sewage bill reading/cost will be deducted from your deposit. If, when we receive that bill, you have any previous charges, you may forfeit deposits for your house per lease. If sewage charges are more than deposits, you will be taken to civil court. On May 8, the next-to-last bill will be available so that you can pay any current/previous charges before you leave and before the final bill comes. If you do not receive this bill in the mail prior to your leaving town, you can call the Bloomsburg Municipal Authority @ 570-317-2600 and either mail in payment to them or pay in person at First Columbia Bank. You will need the total amount owed and account # to pay in person at the bank without a copy of the actual bill. If ANY of this is at all unclear, call Nikki!!! (570-854-2301).

### **4.) CLEAN! CLEAN! CLEAN!**

The cleaner the property is inside and outside, the less work will be required by us, and therefore, you will be charged less from deposits. You will receive the deposit report at the home address I have on file. We have 30 days from move out to send that report. If you have any questions after you receive your report, please call Nikki, and we can go over them. 570-854-2301.

5.) Please leave all front door keys together and label them on the kitchen counter. If you have a room key, please leave it in the doorknob of that room for next year's tenant. We know which apartments came with room keys, so those must be accounted for. We will check to make sure all keys match the doors. Front door keys are \$25/per key, and bedroom locks/keys through us are \$75 per key to replace if not left.

**NOTE: There is to be NO working on our houses without written approval from Morucci Realty. This includes but is not limited to drywall work/patching/repair, painting, spackling, repairs or replacement of doors, personal steaming of carpets, etc.**



Your cooperation and your attention to the instructions outlined in this booklet are important parts of this transitional process.

We value you!

Thank you kindly,



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